

Our Mission: IHCDCA helps build strong communities by providing financial resources and assistance to qualified partners throughout the State of Indiana in their development efforts. A primary focus of IHCDCA is providing a continuum of housing from homelessness to homeownership, with a focus on low to moderate income Hoosiers.

IHCDCA

Job Expectations

Title	Community Development Coordinator	Non-exempt
Reports to	Community Development Supervisor	Date last revised: 3/1/06
Supervises	N/A	
Summary	The Community Development Coordinator contributes to fulfilling the IHCDCA mission and meeting strategic and annual IHCDCA operational and program goals by providing administrative support to the department in a timely and efficient manner and professionally representing the department on various committees. While the Community Development Coordinators perform similar functions with the department, specific delineations are noted below.	
Evaluation of performance	Performance will be evaluated based on achieving key outcomes described in this job description, including specific goals, deadlines, and other quality indicators; working effectively in a team environment; interacting positively with partners and demonstrating customer service; and working efficiently and effectively within required specifications, policies, and standards established by IHCDCA and its associated governing entities.	
Key outcomes expected	<p>Perform a variety of administrative support duties including:</p> <ul style="list-style-type: none"> ▪ Ensure mail/correspondences are distributed according to contact information upon receipt. ▪ Ensure office supplies are in full supply. ▪ Ensure documentation is filed in the appropriate file and within a timely manner. ▪ Create award files. ▪ Solicit quotes for copy orders/monitor copy orders for timeliness and accuracy. <p>Actively work with the other Community Development staff in the preparation of departmental internal procedures manual.</p> <p>Represent IHCDCA on external committees as assigned by Community Development Supervisor.</p> <p>Timely and accurately enter required information into the Weekly Tracking Report.</p> <p>Coordinate in the preparation of application workshops.</p> <p>Ensure award letters, agreements, and transmittal letters are completed in a timely manner and are error free.</p> <p>Enter error free application information into the database.</p> <p>Ensure Historic Review Documentation meets the established criteria and is sent to the State Historic Preservation Officer in a timely manner.</p> <ul style="list-style-type: none"> ▪ Perform technical assistance to our partners on completed the Historic Review <p>Ensure information is tracked for grantee semi-annual reporting.</p>	

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Key outcomes expected (cont'd)	<p>Ensure contractor verification request are processed and the information is acceptable per the established criteria.</p> <p>Ensures information entered into the database is error free including:</p> <ul style="list-style-type: none"> ▪ Semi-annual reports ▪ Close-out reports ▪ HOME Match <p>Notify recipients of expiring awards by mailing out expiration letters.</p>
Critical skills, knowledge, and behaviors	<p>Demonstrates effective verbal and written communication skills.</p> <p>Able to effectively communicate with a variety of individuals with diverse backgrounds, education, and economic levels.</p> <p>Demonstrates strong presentation skills. Can facilitate both large and small group presentations.</p> <p>Demonstrates customer service orientation.</p> <p>Able to think logically and analytically.</p> <p>Proactive in anticipating and alerting others to problems with projects or processes.</p> <p>High detail orientation and accuracy.</p> <p>Takes initiative and needs little supervision.</p> <p>Able to prioritize, organize tasks and time, and follow up.</p> <p>Performs responsibilities efficiently and timely.</p> <p>Able to juggle multiple requests and meet multiple deadlines.</p> <p>Able to work well in a team environment and as part of a team.</p> <p>Proficient in basic computer skills, i.e. Microsoft Word, Excel, Internet usage (e-mail).</p> <p>Demonstrates proficiency in basic mathematics.</p>
Education, experience, degrees, licenses	<p>High School diploma. Prefer post-secondary education.</p> <p>2-3 years experience in the community development industry.</p>
Work environment and physical demands	<p>Work is performed in an office environment.</p> <p>Must be able to work proficiently with computers and other office equipment.</p>